HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 024

OPEN TO: All Bangladeshi Qualified Candidates

POSITION: Avian Influenza & EPT Advisor, FSN-10
(Salary approx. Tk. 96,432 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (one grade lower than the position grade.)

OPENING DATE: April 21, 2013

CLOSING DATE: May 09, 2013

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Avian Influenza & EPT Advisor** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The primary function of the Technical Advisor for Avian Influenza and Emerging Pandemic Threats (AI & EPT Advisor) is to provide USAID/Bangladesh with technical and programmatic support to design, manage, and monitor activities and programs in support of GHI, integrating those related to the USAID Avian and Pandemic Influenza (API) and Emerging Pandemic Threats (EPT) programs in Bangladesh into the larger GHI portfolio. The Advisor manages and monitors activities related to the API and EPT programs that build on successes and lessons learned from the AI/EPT program in disease surveillance, training, and outbreak response to enable early identification of and response to dangerous pathogens in animals before they can become significant threats to human health. The Advisor participates in the development of annual AI and EPT work plans for Bangladesh and South Asia, coordinates activities among AI and EPT partners and among USG and other donor-funded activities, and monitors progress.

In order to accomplish these tasks, the AI Advisor works with a wide array of representatives from the host-country government, the USG, international organizations, non-governmental organizations (NGOs), private voluntary organizations (PVOs), private sector, and other partners. The AI Advisor receives programmatic direction from the Senior Clinical Officer of the Population, Health, and Nutrition Office in USAID/Bangladesh and liaises with the Agency's Avian Influenza and Other Emerging Threats Unit (AI/OET) in the Bureau for Global Health. S/he also liaises with USAID Bangkok's RDMA office and ICDDR,B. S/he ensures that the Mission's planning and response to AI and EPT is carried out in accordance with Agency directives.

MAJOR DUTIES AND RESPONSIBILITIES:
The incumbent's contribution to the OPHNE Team will include, but not necessarily be limited to, the following responsibilities:

-- Technical Guidance

•	Provide technical guidance to USAID/Bangladesh on developing plans for preparedness and response to outbreaks of avian and pandemic influenza as well as zoonotic diseases that are relevant to the expanded GHI health portfolio, to include helping USAID/Bangladesh amend existing practices and work with regard to AI and EPT;

•	Participate as an integral member of an interagency support team for GHI, AI, and EPT representing the needs and interests of Bangladesh in collaboration with local representatives of the Centers for Disease Control

(CDC) and USAID's Feed the Future initiative, and to provide recommendations towards procedural changes with regard to AI and EPT;

The above responsibilities require independent thinking and exercise of judgment in scheduling, planning, drafting correspondence, and facilitating coordination among team members.

-- Analysis

• Assess the status of Bangladesh's readiness for responding to AI, Pandemic Influenza, and EPTs in wildlife and humans;

• Advise and provide technical guidance and input to support the management of centrally administered programs/projects; coordinate activities in collaboration with the USAID/Bangladesh health team, with regional missions and the Agency's AI/OET Unit;

• Analyze annual program reports to assess mission performance and coordinate the annual synthesis and presentation of progress in Bangladesh;

• Track the monitoring and reporting of program plans, results, and deliverables and maintain the files and lists of mission's focal points and programs;

-- Coordination

• Coordinate with the USAID/Washington AI/OET Unit on obligation status, expenditures, accruals, and pipeline information on all activities funded with AI/OET funds in Bangladesh, and take part in planning for these activities over the next three to five years;

• Keep abreast of new developments and emerging issues that affect USAID's technical priorities via literature review, attendance at technical meetings and workshops, and participation in relevant training events, and formulate recommendations for responses to these developments and share with USAID/Bangladesh, colleagues, and bureau and the AI/OET Unit leadership and, as appropriate, regional missions;

-- Presentation
• Develop briefing materials, updates and other reports as required and necessary. This includes but is not limited to a quarterly report of progress;
• Participate in the review and evaluation of centrally managed grants, cooperative agreements in the area of AI and Zoonotic Diseases;

• Conduct assessments of work done under the funding authority of the AI/OET Unit and make recommendations concerning the focus of AI/OET funds and new opportunities as they arise within Bangladesh;

• Work with colleagues in the USAID cooperating agency community to assure the relevance of their work to USAID priorities and the needs of USAID Bangladesh and country counterparts;

Other tasks or responsibilities may be assigned based on (a) organizational and programming need and/or (b) the AI Advisor's own interests.

The above responsibilities involve a clear understanding of USAID regulations and guidance concerning clearance procedures and documentation practices. It also involves basic knowledge of the OPHNE sector and the major OPHNE organizations in Bangladesh, the functions of the OPHNE Team, and the basic content of PHN Team programs.

Other duties as assigned.

Other Responsibilities:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** Master's Degree in Public Health or other relevant subject required. *(You must attach a copy of your certificate along with your application form.)* **15 points**

2. **Prior Work Experience:** Five years of progressively responsible, professional-level experience in public health is required, including program management; and data analysis, interpretation and presentation. At least two years of the experience should be in development assistance or related work with donor agencies, host-government organizations or the private sector. Should have demonstrated experience in the design, management and monitoring of AI/EPT programs. **35 points**

3. **Knowledge**: The incumbent must have thorough knowledge of the epidemiology of AI/EPT. S/he must have thorough knowledge of Government of Bangladesh (GOB) AI/EPT preparedness, surveillance and response programs and their organization and management. Should be knowledgeable about principles and disease surveillance, training and outbreak response, and have a good understanding of the current demographic and public health issues in Bangladesh.
    The incumbent should have thorough knowledge of Bangladesh's economic, political, social and cultural characteristics and of the history of development assistance activities in Bangladesh. Should have or be able to acquire a thorough knowledge of U.S. Government legislation relating to development assistance, programming policies, and regulations. **25 points**

4. **Skills and Abilities**: Ability to plan, organize, manage and evaluate complex projects is required. Computer skills in using statistical software, spreadsheet and PowerPoint including ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject matter is required. Ability to exercise good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with top-level officials of host government and with influential persons in the private sector. Ability to maintain collaborative working relationships in a team structure.
    25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (Fluent) English proficiency is required. Fluent in native language "Bangla" proficiency is required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
Current employees serving a probationary period are not eligible to apply.
NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. A copy of the blank form is also attached hereto for your convenience.

Application Form OF-612

Application Form DS-174

All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.
   I) A passport size photograph (taken within six months),
   II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:
Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
             Madani Avenue, Baridhara
             Dhaka – 1212

DEFINITION:
Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE*: Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.